

Electronic Case Files (ECF) Training Agenda U.S. Court of International Trade

<u>Topic</u>	<u>Length of Time</u>
Introduction	10 minutes
Converting/Scanning Documents to PDF	15 minutes
Log-in Directions and Review of CM/ECF System Options	10 minutes
Filing Events	
▶ Consent Motion for Extension of Time	15 minutes
▶ Motion to Intervene & Related Filings	15 minutes
BREAK	10 minutes
Filing Events (continued)	
▶ Motion for Judgment Upon Agency Record 56.1	15 minutes
▶ Response to Dispositive Motion for Judgment Upon Agency Record 56.1	10 minutes
Troubleshooting & Forms	15 minutes
Query Options	10 minutes
Report Options	15 minutes
Utilities Options	10 minutes
Total Time	2 hours 30 minutes

Electronic Case Files (ECF) Implementation Schedule

Any member of the Bar who attends ECF training will be allowed to e-file in any case within ten days of receiving the training, unless a judge orders otherwise;

July 1, 2004 - e-filing will be mandatory in **all new cases commenced as of that date**, unless a judge orders otherwise;

January 1, 2005 - e-filing will be mandatory in **all pending cases** unless a judge orders otherwise.